

 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	Directive Number 10.13	Effective Date 8/26/15	Page 1 of 6
	Supersedes Inmate Programs, dated 1/1/2010		
Approved By:   Commissioner Scott Semple	Title  Offender Programs		

1. Policy. The Department of Correction shall conduct facility and community based programs to motivate offenders toward positive behavioral change and successful reintegration into the community.
  
2. Authority and Reference.
  - A. Code of Federal Regulations, 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records.
  - B. Connecticut General Statutes, Sections 17a-681, 18-81 and 18-101(h).
  - C. Administrative Directives 1.6, Monthly and Annual Reports; 1.7, Research; 1.9 Audits; and 2.7, Training and Staff Development.
  - D. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standards 2-CO-4F-01, 2-CO-4G-01 and 2-CO-5B-01.
  - E. American Correctional Association, Standards for Adult Correctional Institution, Fourth Edition, January 2003, Standards 4-4301, 4-4305, 4-4377, 4-4428 through 4-4431, 4-4433, 4-4435 through 4-4442.
  - F. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-5A-01 through 4-ALDF-5A-04, 4-ALDF-5A-09, 4-ALDF-5B-13 and 4-ALDF-7D-20.
  - G. State of Connecticut, Department of Correction, Transitional Services Program, 2004.
  - H. State of Connecticut, Department of Correction, Classification Manual, 2012.
  
3. Definitions and Acronyms. For the purposes stated herein, the following definitions and acronyms apply:
  - A. Clinical Supervisor. An individual trained in the structured application and documentation of program functions, utilizing direct observation and feedback to assist facility program staff in a specialized area.
  - B. Compendium of Programs and Services for Offender Population. A computerized listing of programs and services the Department offers at each facility. The Compendium shall be available on the Department's website and provide a description of each program available to the offender population.
  - C. Director of Offender Programs. The managerial staff member responsible for the direction and oversight of the Offender Programs.
  - D. Director of Community Release Unit. The managerial staff member responsible for the direction and oversight of the Community Release Unit.
  - E. DOC. Department of Correction.

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- F. Domestic Violence. A documented case of violence in a spousal/significant other relationship within the last five years.
- G. DV. Domestic Violence.
- H. DVD. Digital Video Disc.
- I. EMP. Electronic Monitoring Program.
- J. Offender Programs Unit. This unit is responsible to assist facilities in the development, implementation and reporting of facility programs. It is responsible to provide, coordinate and/or conduct training for staff in specific programs. This unit is responsible to manage and update the Compendium and RT-3M computer system.
- K. Program. An activity designed to address a specific offender need area with the intent of producing a positive change in the individual. This may include a focus on addiction, violence, educational and/or vocational training, spirituality, parenting, anger management and life skills.
- L. Program Coordinator. A staff member responsible for the quality of a particular program conducted at several facilities or in a district parole office.
- M. Program File. A compilation of information relating to an offender's program involvement, which is normally maintained separate from the offender's master file.
- N. Program Staff. An employee assigned to conduct a specific program or programs.
- O. Program Supervisor. A staff member at the level of Deputy Warden, Parole Manager, Unit Manager or Counselor Supervisor that is responsible for supervising a specific program or programs at a facility or in a District Parole Office.
- P. RT-3M. A computerized offender program reporting system. The program documents the names of staff who conduct programs, names of offender participants and can generate activity reports by facility.
- Q. TS. Transitional Supervision.
4. Programs Manual. The Director of Offender Programs shall develop a Programs Manual which shall outline program services, program descriptions, lesson plans, and program goals and objectives for the Department. The manual shall be reviewed on an annual basis by the Director of Programs and Treatment and updated as required.
5. Administration. The Director of Programs and Treatment shall direct and oversee the Department's program services.
- A. Director of Offender Programs. The duties and responsibilities of the Director of Offender Programs shall include, but are not limited to, the following:
1. direct and supervise the Offender Programs Unit under the authority of the Director of Programs and Treatment;
  2. work with Department staff, outside agencies, non-profit organizations and volunteers to develop programs that are consistent with the Department's mission;
  3. receive and review requests for program proposals;
  4. designate clinical supervisors to assist facility program staff in consultation with the appropriate Unit Administrator;
- and,

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5. submit monthly reports in accordance with Administrative Directive 1.6, Monthly and Annual Reports.
- B. Director of Community Release Unit. The duties and responsibilities of the Director of Community Release Unit shall include, but are not limited to, the following:
1. direct and supervise the Community Release Unit under the authority of the Deputy Commissioner of Operations and Rehabilitative Services;
  2. work with Department staff, outside agencies, non-profit organizations and volunteers to develop community release strategies that are consistent with the Department's mission;
  3. receive and review requests for community release;
  4. designate personnel to assist facility based staff with community release preparation activities; and,
  5. submit monthly reports in accordance with Administrative Directive 1.6, Monthly and Annual Reports.
- C. Offender Programs Unit. The duties and responsibilities of staff assigned to the Offender Programs Unit shall include, but are not limited to, the following:
1. assist facilities in the development, implementation and reporting of facility programs;
  2. provide, coordinate and/or conduct training for staff in specific programs;
  3. manage, update and conduct biannual audits of the Compendium in accordance with Administrative Directive 1.9, Audits;
  4. manage and update the RT-3M computer system;
  5. conduct program audits. A written summary of the audit shall be submitted to the Unit Administrator with a copy forwarded to the respective District Administrator and the Director of Offender Programs;
  6. conduct program evaluations consistent with Administrative Directive 1.7, Research. When appropriate, independent outside evaluators may be contracted to provide program outcome evaluations or other evidenced based initiatives; and,
  7. collaborate with other state agencies, community providers, non-profit organizations and volunteers to establish and increase programming.
- D. Unit Administrator. The duties and responsibilities of the Unit Administrator shall include, but are not limited to, the following:
1. maintain a copy of the respective facility compendium;
  2. provide updates to the Offender Programs Unit within two months of programs being added, deleted or modified; and,
  3. develop a program schedule for all facility programs utilizing CN 101301, Master Programming Schedule and Attachment A, Master Programming Schedule (Example).
- E. Program Supervisor. The duties and responsibilities of the program supervisor shall include, but are not limited to, the following:

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1. plan, develop and monitor unit programming;
2. assign and supervise program staff;
3. ensure program staff enter offender program data into the RT-3M computer system; and,
4. ensure reports are completed and forwarded to appropriate recipients.

F. Program Staff. The majority of program staff's weekly schedule shall be devoted to direct offender contact. The duties and responsibilities of program staff shall include, but are not limited to, the following:

1. respond in person or in writing to offender program requests within 15 calendar days;
2. review needs areas of program participants;
3. assign or refer an offender to a specific program or person based upon the offender's particular need;
4. document offender program activity in the master file on CN 101302, Program Activity Log;
5. provide written recommendations to classification regarding needs scores and subcodes when appropriate;
6. conduct group programming when applicable;
7. maintain program activity files to reflect:
  - a. screening and assessment;
  - b. program planning for each offender ;
  - c. referral and consultation;
  - d. program intervention;
  - e. crisis intervention;
  - f. progress notes;
  - g. reintegration plan;
  - h. discharge plan; and,
  - i. program files shall be continued, rather than reinitiated, for each new facility or program admission.
8. enter offender program activities into the RT-3M computer system; and,
9. participate in training opportunities to increase proficiency in program delivery.

G. Clinical Supervisor. The duties and responsibilities of the clinical supervisor shall include, but are not limited to, the following:

1. ensure a comprehensive program of group and individual clinical supervision is maintained by the Offender Programs Unit;
2. provide on-site clinical supervision of individual and group counseling and crisis intervention; and,
3. receive clinical direction and training through on-site assistance and monthly forums facilitated by the Offender Programs Unit.

6. Confidentiality. The confidentiality of program files, to include individual information, shall be maintained in accordance with state and federal program guidelines as required for each individual program.

7. Disclosure. Disclosure within the Department shall be on a case-by-case basis to authorized personnel with a need to know. Disclosure of treatment information outside the Department shall be made only with consent from

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the offender as permitted by law or by court order utilizing CN 4401, Authorization to Obtain and/or Disclose Protected Health Information; or CN 4402, Authorization for Release of Non-Health Information, as appropriate.

8. Staff Training and Development. Offender Programs Unit staff shall be trained in accordance with Administrative Directive 2.7, Training and Staff Development.
  9. Use of Videos/DVDs in Offender Programming. All videos/DVDs used in offender programming must be authorized prior to use. CN 101303, Video/DVD Information and Request to View Form shall be completed and forwarded to the appropriate approving authority. Requests to view videos/DVDs must be submitted to the appropriate approving authority at least five (5) business days in advance of the planned showing. All requests to use videos/DVDs in offender programming shall be forwarded to the appropriate approving authority for review and decision as follows:
    - A. Educational requests shall be forwarded to the Superintendent of Schools or designee.
    - B. Religious requests shall be forwarded to the Director of Religious Services or designee.
    - C. Health and addiction requests shall be forwarded to the Director of Health and Addiction Services or designee.
    - D. Volunteer requests shall be forwarded to the Director of Volunteer Services or designee.
    - E. Other program requests shall be forwarded to the Director of Offender Programs or designee.
    - F. Requests that fall outside the above areas shall be forwarded to the Director of Programs and Treatment.
- R-rated videos/DVDs or videos/DVDs rated higher than 'R' shall not be shown without the authorization of the Director of Programs and Treatment.
- If a video/DVD is lost, the loss shall be reported to the Superintendent of Schools, Director of Religious Services, Director of Health and Addiction Services or Director of Offender Programs, as appropriate. Videos/DVDs shall not be copied.
10. Transitional Services Program. Each facility shall meet the requirements of the Transitional Services Program in accordance with Section 2(G) of this Directive. The Transitional Services Program shall provide offenders with information and instruction to acquire employment, housing, food, clothing and transportation in preparation to enter the community, prior to discharge.
  11. Domestic Violence Programming. Priority for domestic violence programming shall be given to those offenders who possess a DV subcode as defined by the Department's Classification Manual.
    - A. Program Participation. Participation in DV programming shall be as follows:
      1. Offenders who are eligible for Transitional Supervision and have a domestic violence subcode shall be prioritized for participation for facility domestic violence programming based upon their TS eligibility date.
      2. Offenders who are serving sentences greater than two years and have a DV subcode shall be prioritized for facility based

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programming based upon either the parole eligible date or within 18 months of the end of sentence date.

3. Offenders who are recommended for DV programming during the initial Offender Accountability Plan processing but who do not have a DV subcode shall be afforded programming opportunities when space is available.
  - B. Documentation. CN 101304, Domestic Violence Program - Offender Participation Evaluation Form shall be completed by the program facilitator and the classification counselor and included in the community release package. The completed CN 101304, Domestic Violence Program - Offender Participation Evaluation Form shall be faxed to the appropriate district parole office.
  - C. Release of Offenders to Transitional Supervision. An offender may be released to the community upon successful completion of the facility based DV program when a slot is available in the community DV program. The offender shall also have an EMP stipulation.
  - D. Release of Offenders to Halfway House or In-Patient Treatment Program. Offenders with a DV subcode who are approved for community release to halfway house or in-patient treatment programs may be recommended for an appropriate community based program without an EMP stipulation.
12. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for the intended function:
- A. CN 101301, Master Programming Schedule;
  - B. CN 101302, Program Activity Log;
  - C. CN 101303, Video/DVD Information and Request to View Form;
  - D. CN 101304, Domestic Violence Program - Offender Participation Evaluation Form; and,
  - E. Attachment A, Master Programming Schedule (Example).
13. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.